**Important Document Requirements and Dates**

**for Armstrong Parents and Guardians whose Child is Applying to the**

**Bucks County Technical High School for the 2015 – 2016 School Year**

If your child plans to apply for admission to the Bucks County Technical High School (BCTHS) for the 2015 – 2016 school year, he/she needs to secure an application from the BCTHS <http://bcths.com/> by one of the following ways:

1. Attend the BCTHS’ Open House on Thursday, November 6, 2014 where you will receive an application

2. Download an application from the BCTHS’ website <http://bcths.com/studentservices.cfm?subpage=47429>

beginning on Friday, November 7, 2014.

**Thursday, November 6, 2014**

BCTHS will be holding their Open House from 7 p.m. to 9 p.m., and you will be receiving a postcard invitation from them. If you have any questions, please call the BCTHS at 215-949-1700 ext. 2976.

**Friday, November 14, 2014**

The following BCTHS documents are due to Armstrong’s Guidance Department:

1. **Counselor Forms 1 and 2**
2. **Principal Form**

Your child will also need to give the **Teacher Recommendation Form** to the Armstrong Teacher of his/her choice by **Friday, November 14, 2014**. The teacher will turn it into the Armstrong’s Guidance Department.

**Please remember to have your child write his/her full name, etc., on each of the documents.**

**Armstrong Guidance Department will forward the following documents to the BCTHS:**

1. **Counselor Forms 1 and 2**
2. **Principal Forms**
3. **Teacher Recommendation Form**
4. **Official Transcript from Grade 7**
5. **First Marking Period Report Card for 2014 – 2015 School Year**
6. **Disciplinary and Attendance Records for Grades 7 and 8**
7. **IEP and ER/RR if needed**

**Monday, December 1 to Friday, December 5, 2014 – 7:00 a.m. to 3:00 p.m.**

The following documents are due to the BCTHS by parents and guardians:

1. **Biographical Information Form**
2. **Essay**
3. **Area of Interest**

When these **three** documents are accepted by the BCTHS, you will receive your child’s **Lottery Number**. Keep this in a very safe place.

**Thursday, December 18, 2014 – Lottery Drawing - Tentative Date**

Your child’s **Lottery Number** will be placed into a lottery spinner with all of the other **Lottery Numbers** from Bristol Township students. Each Lottery Number is then pulled determining the order in which the applications are reviewed for admission. It does not guarantee acceptance. This event is videotaped. Please contact the BCTHS at 215-949-1700 ext. 2976 to determine the exact date, time, and location of this event.

**Friday, March 13, 2014 – Decision Letters are Mailed to Parents and Guardians**

**It is very important to remember to meet all deadline dates**. If you have any questions, please contact Karla Jones, Armstrong’s Eighth Grade School Counselor by scheduling an appointment, emailing her at [kjones1@btsd.us](mailto:kjones1@btsd.us), or calling 215-945-2570. Thank you.

10/28/2014 Karla M. Jones ©2014 [prgrsvimghttp://ts1.mm.bing.net/th?id=H.4634129126656937&w=207&h=207&c=8&pid=3.1&qlt=90&rm=2](http://www.bing.com/images/search?q=paw+print&id=71A24A0BC43194F04847D7CC3571F311781FC6E1&FORM=IQFRBA)